

Mandatory Recipient Referral Policy

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The Career Assistance Program (CAP) serves recipients who are determined to be mandatory participants by the Family Service Division (FSD). These mandatory recipients are assessed as having no reported barriers inhibiting their ability to participate in work or work activities that lead to employment.

Mandatory Temporary Assistance individuals who do not meet the criteria for exemption or exclusion are referred to CAP for employment and training services.

Recipients Not Referred to CAP Due to Exemption

Exempt recipients are **not** required to participate in work requirements at all, and will **not** be referred to CAP. The criteria for exemption include recipients who are:

- Mentally or physically disabled;
- Over the age of 60;
- A primary caretaker for a disabled adult or child in the home; or
- A custodial caretaker caring for a child under the age of 12 months.

Recipients Not Referred to CAP Due to Exclusion (Waiver)

Excluded (waived) recipients are not required to participate in work requirements for some brief period of time, due to one or more of several reasons. If these criteria exist at the time of referral from FSD, the recipient will *not* be referred to CAP until the condition resolves.

The criteria for exclusion include recipients who are:

- Pregnant mothers in the third trimester of pregnancy;
- Victims of domestic violence in certain instances;
- Temporarily disabled; and
- Active with the Children's Service Division in certain instances

Recipients Referred to CAP

Recipients who do not meet any of the above criteria, and those who meet the following criteria **will** be referred to CAP. Those additional recipients not previously mentioned who **will** be referred are:

- Unable to obtain childcare or transportation but are otherwise employment and training ready;
- Sanctioned for non-compliance with work activities;
- Receiving Temporary Assistance benefits under an extension beyond 60 months;
- Exempted by FSD but volunteer to participate; and
- Teen parents not in high school or other educational activity.